



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District:

DISASTER RECOVERY SENIOR ACCOUNTANT

The Community Development Block Grant - Disaster Recover (CDBG-DR) Senior Accountant is responsible for approving and posting financial transactions in DRGR and the internal financial system to ensure all expenditures and revenues are recorded accurately and in a timely manner. This position reports directly to the Disaster Recovery Finance Manager and provides support to that position as needed.

ESSENTIAL FUNCTIONS:

- ⇒ Reviews purchase orders and invoices for compliance with grant/funding terms and internal expense policies and maintain matching documentation necessary to support financial transactions.
- ⇒ Approves cash drawdowns in DRGR and the related transactions in internal financial systems.
- ⇒ Review Journal Vouchers for accuracy and compliance with the CDBG-DR policies, GASB and US GAAP and post them to the General Ledger.
- ⇒ Assist in the development of internal cost rates and cost allocation plans to submit to the applicable state agency as necessary.
- ⇒ Monitors and interface with all departments for payroll, shared costs and allocation transactions to ensure proper account coding and proper use of funds under established grant terms.
- ⇒ Reviews general ledgers reconciliations for accuracy and completeness and prepares correcting entries identified through account review.
- ⇒ Responsible for preparing monthly financial statements, such as balance sheet and income statement and reporting changes in the financial position from prior periods, fiscal years and budget variances for the Authority and its reporting extremities. Produces monthly written and visual management performance reports.
- ⇒ Maintain subsidiary ledgers and prepare reports to substantiate their balances.
- ⇒ Analyzes forms, reviews statements, audit reports and other records for completeness and accuracy to assure compliance to prescribed regulations.
- ⇒ Participate in the creation of schedules and reports for internal and external auditors, providing explanation and supporting documentation as necessary.

QUALIFICATIONS:

- ⇒ **Education:** Bachelor Degree in Accounting or related field desirable.
- ⇒ **Experience:** 8+ years of relevant work experience. Knowledge of DRGR and QPR or other Federal Reporting requirements, a plus. An equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Ability to prepare complete and accurate accounting reports and statements. Ability to apply and adapt established methods in accounting transactions. Knowledge of basic accounting requirements. Computer literate to include Microsoft Word, Excel and Outlook. Good oral and written communications skills. Ability to be flexible and work under pressure. Ability to work harmoniously with other agency personnel. Ability to maintain confidentiality in all assignments. Ability to multi-task, work collaboratively in a team-oriented environment and problem solve. Ability to perform duties with limited supervision.

SALARY: \$49,920 - \$64,480 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov. **Deadline for submittal of application package is Thursday, October 28, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer